



EIGHT NORTHERN INDIAN PUEBLOS COUNCIL, INC.

327 Eagle Drive, PO Box 969

Ohkay Owingeh, NM 87566

www.enipc.org (to access application)

Submit applications to:

Desiree Hall/HR Specialist

Desiree@enipc.org

505-753-6998 (Fax)

Or call 505-747-1593 ext. 110 for information

[These positions are also posted on indeed.com](https://www.indeed.com)

Employment Opportunities as of November 17, 2020

POSITION: CONTRACT CIVIL LEGAL ATTORNEY

PROGRAM: Peacekeepers, Espanola NM

STATUS: Contract/Part Time/Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: Juris Doctorate

EXPERIENCE: 10 years' experience in family law.

REQUIRED CERTIFICATES: None

Practice civil and family law with an emphasis on domestic violence orders of protection within the Eight Northern Pueblos.

POSITION: Contract Counselor

PROGRAM: Peacekeepers, Espanola NM

STATUS: Contract/Part Time/Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: Degree in General Clinical Psychology, specializing in therapy relating to violence.

EXPERIENCE: Five years' experience in the field of counseling and able to conduct culturally sensitive sessions tailored to each individual's trauma.

REQUIRED CERTIFICATES: None

The Counselor must possess expertise in the healthy recovery process for all victims and secondary victims of crime. The counselor will be responsible for identifying a specific risk factors for violence, recognizing changing risk factors and developing a strategic safety plan for victims.

POSITION: Teacher Assistant

PROGRAM: Head Start, San Ildefonso, NM

STATUS: Regular/Full Time/Non Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Associates or Bachelor's Degree in Early Childhood or related field.

EXPERIENCE: Experience in a preschool setting.

PREFERRED CERTIFICATES: Certified as a Child Development Associate (CDA).

Assists with the development and implements individual education plans for children, which help them to develop socially, intellectually, physically, and emotionally in a manner appropriate to their stage of development. Work collaboratively with the Teachers, families and volunteers.

POSITION: COOK

PROGRAM: Senior Center, Picuris, NM

STATUS: Regular/Full-Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: \$11.50 plus \$2.00 stipend from Picuris Pueblo.

EDUCATION: High School Diploma or GED Certificate.

EXPERIENCE: One year of cooking experience. Food service preparation experience preferred.

PREFERRED CERTIFICATES: None.

Prepare a variety of food service items by following established recipes and procedures to ensure nutritional meals. Ensure all safety and food handling is in compliance with laws and regulations. Maintain cleanliness of kitchen and dining room.

POSITION: Handyman

PROGRAM: Child Care, Ohkay Owingeh, NM

STATUS: Temporary/Part Time/Non Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High School Diploma or GED.

EXPERIENCE: A minimum of three to five years of job-related experience, including knowledge of computer software.

PREFERRED CERTIFICATES: None

Responsible for performing a wide variety of repair and maintenance tasks and projects.

POSITION: NUTRITIONIST

PROGRAM: WIC Espanola, NM

STATUS: Regular/Part Time/Non Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: A Bachelor's Degree in Nutrition/Dietetics, Public Health Nutrition, Clinical Nutrition or Community Nutrition.

EXPERIENCE: Two years nutrition field experience.

PREFERRED CERTIFICATES: Registered with the Commission on Dietetic Registration.

This position is responsible for providing direct and in-depth client services in the areas of nutrition assessment, counseling, evaluating nutritional risk that may include high-risk families. Create nutrition

care plans, obtain and assess blood samples, and assessing height and weight measurements, and teaching group and individual education classes.

POSITION: THERAPIST-OUTPATIENT

PROGRAM: Circle of Life-North, Ohkay Owingeh, NM

STATUS: Regular/Full-Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Master's Degree or PhD in Counseling, Psychology, or Social Work.

EXPERIENCE: Working in a client centered office dealing with a variety of populations, such as substance abuse, behavioral issues and/or mental illness.

PREFERRED CERTIFICATES: Current New Mexico State license as an LMSW, LPC, LMFT, or higher.

The Circle of Life (COL) Therapist entails maintaining a caseloads in the outpatient office, primarily providing individual, family, group therapy, substance abuse counselling, case management, discharge planning and other therapeutic services as needed and assigned by Clinical Supervisor.

Work is performed under general supervision of the Clinical Supervisor. Guidelines for work performance are established in compliance with the standard of the Behavioral Health Program of ENIPC Inc., Department of Health and Human Service Behavioral Health Service Division, C.Y.F.D., D.O.J., and Indian Health Service.

POSITION: THERAPIST-OUTPATIENT

PROGRAM: Circle of Life-Souh, Albuquerque, NM

STATUS: Regular/Full-Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Master's Degree or PhD in Counseling, Psychology, or Social Work.

EXPERIENCE: Working in a client centered office dealing with a variety of populations, such as substance abuse, behavioral issues and/or mental illness.

PREFERRED CERTIFICATES: Current New Mexico State license as an LMSW, LPC, LMFT, or higher.

The Circle of Life (COL) Therapist entails maintaining a caseloads in the outpatient office, primarily providing individual, family, group therapy, substance abuse counselling, case management, discharge planning and other therapeutic services as needed and assigned by Clinical Supervisor.

Work is performed under general supervision of the Clinical Supervisor. Guidelines for work performance are established in compliance with the standard of the Behavioral Health Program of ENIPC Inc., Department of Health and Human Service Behavioral Health Service Division, C.Y.F.D., D.O.J., and Indian Health Service.

POSITION: Maintenance Tech

PROGRAM: Administration, Ohkay Owingeh, NM

STATUS: Regular/Part-Time/Non-Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: One year experience in maintenance or facility services.

PREFERRED CERTIFICATES: None.

Maintains the customer areas, entrances, grounds and administrative areas in a clean and sanitary condition. Perform basic preventive maintenance and inspection on Centers facilities.

POSITION: Delivery Food Driver

PROGRAM: Seniors San Ildefonso, NM

STATUS: Regular/Part Time/Non-Exempt

BENEFITS: No

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: One year driving experience

PREFERRED CERTIFICATES: None.

Deliver meals to homebound elders. The successful candidate will be responsible for ensuring timely delivery of meals on specific routes, loading and unloading delivery vehicle and providing exceptional service to our elders.

POSITION: Environmental Specialist

PROGRAM: Environmental, NM

STATUS: Regular/Full-Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Bachelor's Degree in Environmental Science, Science or area of specialty.

EXPERIENCE: Two years environmental work experience.

PREFERRED CERTIFICATES: None.

Implement goals and objectives of the Environment Department, specifically in the area of the Data Management Program (Environmental Information Exchange Network) and the Pesticides Program in accordance with the policies and procedures of the Eight Northern Indian Pueblos Council, Inc. (ENIPC, Inc.) organization and with the applicable federal and tribal guidelines, laws, regulation and standards. Plan, develop, establish the administrative, technical, legal, enforcement, communication, environmental education and outreach capacity of the ENIPC Environment Department.

POSITION: Child Care Program Director

PROGRAM: CCDF, Ohkay Owingeh NM

STATUS: Regular/Full-Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Bachelor's Degree in Early Education or related field.

EXPERIENCE: Five years administrative experience in the areas of program management.

Specialized training in child care issues or childhood development or administration of similar program.

PREFERRED CERTIFICATES: None.

Accomplish the Child Care and Development Fund Program objectives by planning, organizing, implementing, administering and directing all functions required to ensure child care services are provided to qualified Native American families in accordance with contractual requirements and applicable laws, regulations, policies and procedures.

POSITION: Residential Therapist

PROGRAM: New Moon Lodge

STATUS: Full Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Master's Degree or PhD in Counseling, Psychology, or Social Work.

EXPERIENCE: Two years counseling experience with children, adolescents, and families.

PREFERRED CERTIFICATES: Current License in the State of New Mexico as one for the following: LMSW, LISW, LPCC, LPC, or LMHC.

Provide individual and family therapy, group psychotherapy, substance abuse counseling, mental health/substance abuse evaluations, case management, and other related therapeutic services for residential Clientele of the organization.

Work is performed under the general supervision of the Clinical Supervisor. Guidelines for work performance are established in compliance with the standards of the Behavioral Health Program of ENIPC Inc., Department of Health and Human Services Behavioral Health Services Division, C.Y.F.D., D.O.J., and Indian Health Service.

POSITION: BEHAVIORAL HEALTH TECHNICIAN SHIFT SUPERVISOR

PROGRAM: New Moon Lodge, Ohkay Owingeh, NM

STATUS: Regular/Full Time/Non-Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or equivalent

EXPERIENCE: Healthcare experience preferred.

PREFERRED CERTIFICATES: CPA and First Aid certification.

The New Moon Lodge behavioral health technician (BHT) shift supervisor oversees the BHT direct care staff and works with BHTs to ensure the safety of our residents. A BHT shift supervisor will work collaboratively with colleagues and residents in order to meet residents' therapeutic and physical needs, as directed by the treatment plan and clinical team. Job duties include providing support to the BHT direct care staff, planning resident activities, assigning tasks to BHTs, working with residents throughout the day, transporting them to carrying locations, accompanying them on nature and cultural outings, participating and leading groups and experiential activities, and acting as a positive role model for our residents.

POSITION: Site Manager

PROGRAM: Seniors, San Ildefonso Pueblo, NM

STATUS: Regular/Full Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: High School Diploma or GED

EXPERIENCE: Three years program experience and food service preparation.

PREFERRED CERTIFICATES: None

Manage administrative functions and services to the Senior Program's Pueblo site by providing a variety of senior related services to the community.

POSITION: Outpatient Telehealth Therapist

PROGRAM: Circle of Life, NM

STATUS: Regular/Full Time/Exempt

BENEFITS: Yes

RATE OF PAY: DOE

EDUCATION: Master's Degree or PhD in Counseling, Psychology, or Social Work and hold a New Mexico State license as an LMSW, LPC, LMFT, or higher.

EXPERIENCE: Working in a client centered office dealing with a variety of populations, such as substance abuse, behavioral issues and/or mental illness.

PREFERRED CERTIFICATES: Current New Mexico State license as an LMSW, LPC, LMFT, or higher.

The Circle of Life (COL) Therapist entails maintaining a case load in the outpatient office, primarily providing individual, family, group therapy, substance abuse counseling, case management, discharge planning and other therapeutic services as needed and assigned by Clinical Supervisor. This position requires remote and/or in office services according to program needs.

Work is performed under the general supervision of the Clinical Supervisor. Guidelines for work performance are established in compliance with the standards of the Behavioral Health Program of ENIPC Inc., Department of Health and Human Services Behavioral Health Services Division, C.Y.F.D., D.O.J., and Indian Health Service.

Generous Benefits Package: All Full Time Employees Medical, Dental, Vision and Life Insurance Premiums Paid. Employer Match 401K, PTO, and Much More!

Employment with ENIPC, Inc. requires a valid NM State Driver License and must be insurable under ENIPC's auto insurance. All required certificates and licensures must be valid and current prior to employment.

ENIPC ensures Native American Preference

ENIPC, Inc. is a Drug Free Workplace

Drug testing and criminal background check completed prior to employment